



New Mexico Public Education Commission (PEC)

Lottery and Enrollment Policy Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in the school's lottery and enrollment policy.

Submission Deadline: Changes to the lottery and enrollment forms that comply with the PED policy on lottery practices do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this change.

The school must provide:

- ☒ Fully completed form
 - Approved board minutes or certification of the vote taken by the board regarding the change
- ☒ Description of and rationale for the change
- ☒ A red-lined copy of the lottery policy and enrollment forms and instructions
- ☒ A clean copy of the new lottery policy and enrollment forms and instructions

Contact charter.schools@ped.nm.gov with questions about completing or submitting documents.

Lottery and Enrollment Policy Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Albuquerque Aviation Academy, hereafter "the school," effective on 7/1/2024.

Current section & language in school's lottery and enrollment form and instructions which will be changed or replaced (can refer to red-line copy provided): The previous lottery and enrollment policies were dispersed across multiple sources, including the website and student handbooks, making it difficult to locate a single, comprehensive policy. The newly developed Lottery Policy consolidates all relevant information into one document, ensuring clarity and consistency in the school's enrollment process. This updated policy will serve as the definitive guide for lottery procedures moving forward.

New section & language to change or replace what is provided above (can refer to red-line copy provided): The previous lottery and enrollment policies were dispersed across multiple sources, including the website and student handbooks, making it difficult to locate a single, comprehensive policy. The newly developed Lottery Policy consolidates all relevant information into one document, ensuring clarity and consistency in the school's enrollment process. This updated policy will serve as the definitive guide for lottery procedures moving forward.

Effective Date: 2/21/2025

The school's notification is hereby submitted by: Amanda Catanzaro, Director of Operations

Signature of School Representative: Amanda Catanzaro **Date:** 2/27/25

Signature of Governing Board Chair: Guy Kucy **Date:** 2-21-25

For PEC/CSD use only

PEC Meeting Date:

Agenda: ☐ Consent (typical) ☐ Regular (unusual circumstance)

The school's notification was: ☐ Accepted ☐ Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____



GOVERNING COUNCIL

Regular Meeting of the Albuquerque Aviation Academy Governing Council on
Friday, February 21, 2025

via Zoom.us & In person at 6441 Ventana Road NW

BOARD MEMBERS PRESENT

Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson, and Larry
Kennedy

BOARD MEMBERS ABSENT

none

ALSO IN ATTENDANCE

Bridget Barrett, Amanda Catanzaro, Lauren Chavez, Sean Fry and Kelly Callahan

PUBLIC

none

These minutes were approved on 3/28/2025

By a vote of 10 yes 0 no 0 absent 0 abstained

[Signature] President
[Signature] Secretary

I. Call to Order

Larry Kennedy called to order the Regular Meeting of the Governing Council for the Albuquerque Aviation Academy for February 21, 2025 at 2:01 PM on Zoom.us and in person.

A. Roll Call

Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson (via Zoom), and Larry Kennedy.

B. Adoption of the Agenda*

Larry Kennedy requested that the board move the Finance Report to number III following Public Comment. Larry Kennedy asked for a motion to approve the amended agenda. Alex Carothers made a motion to approve the amended agenda. Mike Romo seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Review/Approval of Minutes from January 24, 2025 Special Meeting*

Larry Kennedy asked for a motion to approve the minutes from the January 24, 2025 Special Meeting. Mike Romo made a motion to approve the minutes. Alex Carothers seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

II. Public Comment

Larry Kennedy asked Bridget Barrett and Amanda Catanzaro if there was any public comment. There were no public comments.

III. Finance Report

A. Business Office Operations Update

Sean Fry appreciates the Governing Council moving the Finance Report earlier in the meeting. The Finance Committee met prior to this meeting and the overall fund balance continues to grow. The current fund balance is \$1,784,760.19.

There was a large distribution again this month, the previous was in December, from Bernalillo County Property Distributions in the amount of \$163,674.84.

B. Voucher Approvals for January 2025*

Sean Fry presented the January Vouchers and the Finance Committee can support the approval of the January Voucher Approvals. Abnormal expenses were a \$6,198.00 expense to Imagine Learning for the tutoring program, and the \$17,000.00 fraudulent check that the bank has since covered and returned the funds to the account. Next month, the discussion and vote around switching bank accounts and closing the compromised account will be on the agenda.

Larry Kennedy asked for a motion to approve the Bank Vouchers for January 2025. Mike Romo made the motion. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Bank Reconciliation for January 2025*

Sean Fry presented the January Bank Reconciliation and the Finance Committee can support the approval of the January 2025 Bank Reconciliation. Larry Kennedy asked for a motion to approve. Mike Romo made the motion. Farrah Nickerson seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

D. AAA FY25 PCT-01*

Sean Fry shared information regarding a Permanent Cash Transfer from fund 25233 regarding rural location at 4100 Aerospace to Operational in the amount of \$28,160.00. Larry Kennedy asked for a motion to approve. Alex Carothers made the motion. Mike Romo seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

E. Budget Adjustment Requests*

Sean Fry presented BAR 2425-11000-0015-I, an increase of \$454,649.00 for adjustment budget to actual cash. BAR 2425-23000-0016-I, an increase of \$3,966.00 for adjustment budget to actual cash to be used for general supplies and materials. BAR 2425-31701-0018-I, an increase of \$35,254.00 for adjustment budget to actual cash in capital outlay to be used for buildings purchase. BAR 2425-31600-0019-I, an increase of \$11,785.00 for capital outlay adjustment budget to actual cash to be used

for lease to purchase. BAR 2425-27109-0020-I, an increase of \$3,935.00 for instruction adjustment budget to actual cash to be used on instructional materials. BAR 2425-31703-0022-I, an increase of \$ 10,604.18 in capital outlay adjustment budget to actual cash to be used on the lease to purchase. BAR 2425-26107-0023-IB, an initial budget of \$10,000.00, a new award from the PEC to be used on pre-authorized attendance incentives.

Larry Kennedy asked for a motion to approve the listed BAR's. Laura Kohr made the motion. Mike Romo seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

IV. Ongoing Business Matters

A. Aviation Program Update

Dr. Lauren Chavez presented that they have not flown since the last board report and continue discussions with the Aviation Committee.

FOA classes are competing against each other to see who can get the most students to pass the FAA exam. AIA students continue to get check-ride ready. In drones, a couple of new drone pilots this year, and several students are planning to take the exam over Spring Break.

Doc provided an update on internships that are going well overall.

Doc is working with Matt Dixon and the team on getting the display plane ready to bring to the school. Last update was that the engineer was working on the mounting system that will be used. The plane has been painted, and we are hoping for a falcon design for the tail of the plane.

Doc reviewed expenses. Discussion around options available to get students in the air.

Alex Carothers asked what the total enrollment is in AIA. Doc stated that AIA and ICA have approximately 25 students in total.

V. Administrative Update

A. Student Achievement Update

Bridget Barrett presented that enrollment numbers are down. Reviewed Academics by Enrollment for Edgenuity courses. Greg Leonard continues to work with students doing interventions and the Aviation Academy Challenge will be taking the students who earned the highest tier of a field trip to Main Event in early March. Reviewed Actual Grade Report. Ms. Barrett met the walk-through goal for the month.

Students continue to use the Edgenuity tutoring program which came with a learning curve for students to appropriately interact with live tutors. Roland Dewing asked if there was a report for record of how often the tutoring is being used by students. Ms. Barrett said there was not a report but would check with Edgenuity to see if something is available. Shared that it is used a lot in math. Board discussed wanting to be able to use data for Return on Investment. Ms. Barrett shared that overall students are doing better and using their notes, mini-lessons from teachers, and targeted instruction to improve student success. Discussion regarding Edgenuity moving towards Edge X and the positives that comes from that.

Ms. Barrett shared that Renaissance testing is complete for MOY for 9th-11th grades and ELL Access Testing is happening right now.

VI. New Business Matters

A. Resolution Authorizing the Purchase of an Airplane*

Larry Kennedy asked about the name of the proposed resolution and changing the name to Albuquerque Aviation Academy Resolution Authorizing the Purchase of an Airplane. Discussion regarding needing something like this in place because Doc will find a plane and it will get undersold while waiting for the process to take place and waiting for GC approval. This resolution allows the school to proceed when they can find an airplane worthy to fit our needs.

Larry Kennedy asked for a motion to approve the Resolution Number 2025 02 21 with the updated name. Alex Carothers made the motion. Mike Romo seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

B. Aircraft Use Agreement*

Discussion regarding Aircraft Use Agreement for Cessna Cutlass 172RG and Ercoupe 415-C. Noted number change in Ercoupe agreement.

Larry Kennedy asked for a motion to approve the Aircraft Use Agreement for Cessna Cutlass 172RG and Ercoupe 415-C with the updated numbers. Alex Carothers made the motion. Mike Romo seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Acceptable Use Policy*

Discussion regarding Acceptable Use Policy updates.

Larry Kennedy asked for a motion to approve the Acceptable Use Policy amending the original Acceptable Use Agreement having the third sentence of the first paragraph under Albuquerque Aviation Academy Cell Phone/Electronic Device Use read as follows, "Students may use cell phones/electronic devices BEFORE and AFTER school." Farrah Nickerson made the motion. Laura Kohr seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

D. Background Check Policy*

Discussion regarding Background Check Policy. Kelly Callahan suggested that a piece regarding Duty to Report be added to the policy or be its own policy. Governing Council would like administration to create a Duty to Report policy.

Larry Kennedy asked for a motion to approve the Background Check Policy. Mike Romo made the motion. Farrah Nickerson seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

E. Conflict of Interest and Nepotism Policy*

Discussion regarding Conflict of Interest and Nepotism Policy.

Larry Kennedy asked for a motion to table the Conflict of Interest and Nepotism Policy. Farrah Nickerson made the motion. Mike Romo seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

F. Drone Activities Policy and Procedures*

Discussion regarding Drone Activities Policy and Procedures. Discussion about separating policy and procedures into two documents. Purpose, Scope, Policy Statement, and Legal Compliance sections will be the policy and the rest will fall into procedures. Table so document can be modified and brought back to Governing Council.

Larry Kennedy asked for a motion to table the Drone Activities Policy. Farrah Nickerson made the motion. Alex Carothers seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike Romo,

Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

G. Foster Care Enrollment Policy*

Waiting on feedback from attorney regarding this policy. Suggest tabling until next month.

Larry Kennedy asked for a motion to table the Foster Care Enrollment Policy. Alex Carothers made the motion. Laura Kohr seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

H. Fundraising Policy and Procedures*

Discussion regarding Fundraising Policy and Procedures. Discussion about separating policy and procedures into two documents. Purpose, Policy Statement, Handling of Funds and Consequences for Non-Compliance sections will be the policy and the rest will go into procedures.

Larry Kennedy asked for a motion to table the Fundraising Policy. Mike Romo made the motion. Roland Dewing seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

I. Governing Council Bylaws*

This was shared at January's Governing Council meeting. Correction of numbers and wording to Article 5.2: Provisions for Resignation of All Governing Council Members.

Larry Kennedy asked for a motion to approve with number and word changes as discussed. Mike Romo made the motion. Alex Carothers seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

J. Lottery Admissions and Enrollment Policy*

Discussion regarding having pieces of this policy on website and in multiple locations in handbooks but not one comprehensive policy.

Larry Kennedy asked for a motion to approve the Lottery Admissions and Enrollment Policy. Alex Carothers made the motion. Mike Romo seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike

Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

K. Parent and Family Engagement Policy*

Discussion regarding Parent and Family Engagement Policy.

Larry Kennedy asked for a motion to approve the Parent and Family Engagement Policy. Farrah Nickerson made the motion. Mike Romo seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

L. Parent School Compact*

Discussion that this is not policy and does not require Governing Council approval.

M. 2029 Cohort Graduation Requirements*

Discussion comparing 2022-2028 Cohort Graduation to the proposed 2029 Cohort Graduation Requirements. Social Studies credits have gone from 3.5 to 4.0 and Electives changes and the Local Requirements.

Larry Kennedy asked for a motion to approve the 2029 Cohort Graduation Requirements. Mike Romo made the motion. Jody Meyer seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

N. Panorama Survey Student Results

Amanda Catanzaro presented the Fall 2024 Results from the Panorama Survey regarding School Climate, School Safety, Self-Efficacy, Self-Management, and Sense of Belonging. This survey compares results from Fall 2023.

VII. Governing Council Development

A. Discussion with Kelly Callahan

Kelly Callahan shared the Governing Council continues to use best practices.

VIII. Announcements

Next regular Governing Council meeting is scheduled for March 28, 2025 due to Spring Break.

IX. Adjournment*

Larry Kennedy called for a motion to adjourn. Mike Romo made a motion to adjourn. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Alex Carothers, Laura Kohr, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on February 21, 2025 at 4:03 p.m.



6441 VENTANA RD NW
ALBUQUERQUE, NM 87114

2/21/2025

Subject: Description and Rationale for Lottery Policy

Description: The Lottery Admissions and Enrollment Policy for Albuquerque Aviation Academy ensures a fair and transparent admissions process in compliance with New Mexico state laws. The school maintains a non-discriminatory policy, welcoming students regardless of disability, gender, ethnicity, religion, sexual orientation, or academic standing. Each year, the administration determines the number of available seats based on expected graduates and re-enrollment confirmations. The enrollment process begins in January, with interested families required to complete a Lottery Application. If the number of applicants exceeds available spaces, a randomized lottery is conducted using PowerSchool Enrollment. Students who are not selected are placed on a waitlist in the order they were drawn.

Priority placement is given to certain groups before the lottery, including current students progressing to the next grade, siblings of enrolled students, and children of staff members. The school publicly announces lottery details, ensuring accessibility and transparency. Selected students are notified via email and must confirm acceptance within three business days, or their spot may be offered to the next student on the waitlist.

Rationale: The rationale for creating a comprehensive Lottery Admissions and Enrollment Policy stems from the need to consolidate and streamline previously dispersed enrollment guidelines into a single, accessible document. Previously, enrollment policies were scattered across multiple sources, leading to inconsistencies, confusion, and potential barriers for families seeking clear admission procedures. By centralizing all enrollment-related information, the policy ensures transparency, fairness, and compliance with New Mexico state laws while making the process more efficient for both administrators and applicants.

A unified policy enhances clarity by outlining eligibility, priority placement, lottery execution, and enrollment requirements in one place, reducing misunderstandings and ensuring equitable access to admissions. It also supports operational efficiency by providing a standardized framework for decision-making, minimizing errors, and facilitating communication with families. Additionally, this policy reinforces the school's commitment to a fair and inclusive admissions process while improving accountability by establishing clear procedures for documentation, notification, and compliance. Ultimately, the creation of this policy strengthens trust among stakeholders, fosters a more organized enrollment process, and supports the school's long-term growth and accessibility goals.

ALBUQUERQUE AVIATION ACADEMY LOTTERY, ADMISSIONS, AND ENROLLMENT POLICY



ALBUQUERQUE AVIATION ACADEMY LOTTERY, ADMISSIONS, AND ENROLLMENT POLICY

Albuquerque Aviation Academy is a state-authorized public charter school in New Mexico and complies with all applicable laws regarding admissions. The school will not discriminate among applicants based on disability, gender, gender identity, ethnic or national origin, religion, sexual orientation, or academic standing.

Each year the administration shall identify the maximum number of openings the school shall have for the following school year. This shall be accomplished by identifying the number of graduates the school expects; querying students/parents on their intent to re-enroll for the following school year; and setting the maximum number of students who shall be admitted via the lottery process. Parents who fail to respond to the query shall be deemed “not returning” and the student’s position shall be made available to a new student.

Albuquerque Aviation Academy opens the enrollment process for the next school year in January. The enrollment process begins by completing the Lottery Application, available on the website.

If the number of interested students exceeds available spaces, Albuquerque Aviation Academy will conduct a lottery for admissions. The lottery will be held solely for open spaces. If the number of applicants does not exceed the number of seats available, all applicants will be offered a seat.

Notification and Public Access

Before each lottery, the school will publicly announce the lottery date, location, and time via print, online, and other accessible media, as applicable. Instructions for entering the lottery will also be provided, and procedures will be clearly explained to attendees.

Lottery Priority Placement

Pursuant to the New Mexico Charter Schools Act enrollment preference shall be given to:

1. Students who have been admitted to the charter school through an appropriate admission process and remain in attendance through subsequent grades.
2. Siblings of students enrolled at the school and children of current staff members will receive “priority placement” for the following school year. Priority placement shall occur prior to the lottery.

"Siblings" includes students who reside together at least 50% of the time in a permanent or semi-permanent arrangement, such as long-term foster care, or who are related by blood, marriage, or cohabitation.

3. Children of employees employed by the charter school.

Lottery Execution

Lottery entries are drawn randomly using PowerSchool Enrollment for the available spaces. Enrollment is granted in the order drawn until all spaces are filled and then students will be given a number and placement on the grade level's waitlist. After the lottery is completed and all openings filled, additional students will be placed on a waitlist. Any expressions of interest received post-lottery will be added to the waitlist in the order they are received.

All selected students will be notified via email initially. Families must respond within three (3) business days to confirm acceptance. If there is no response, the space may be offered to the next student on the waitlist.

Enrollment Requirements

Upon enrolling at the Albuquerque Aviation Academy, a student/parent must complete the registration process which includes presenting satisfactory evidence of age, evidence that they are in compliance with all immunization requirements under New Mexico State Statutes and Administrative Code, complete the Code of Conduct, the "Next Step Plan", the federal program eligibility form, and sign and return the school's acceptable use policy.

Section J: Students

J.01 Selection of Students

Students will be selected to attend the SAMS Academy by lottery. If more students apply to the school than the school has seats available, remaining students will be placed onto a waiting list.

Siblings of students enrolled at the school will receive “priority placement” for the following school year. Priority placement shall occur prior to the lottery.

J.02 Enrollment Requirements

Upon enrolling at the SAMS Academy, a student/parent must present satisfactory evidence of age, evidence that they are in compliance with all immunization requirements under New Mexico State Statutes and Administrative Code, complete the Code of Conduct, the “Next Step Plan”, the federal program eligibility form, and sign and return the school’s acceptable use policy.

Each year the administration shall identify the maximum number of openings the school shall have for the following school year. This shall be accomplished by identifying the number of graduates the school expects; querying students/parents on their intent to re-enroll for the following school year; and setting the maximum number of students who shall be admitted via the lottery process. Parents who fail to respond to the query shall be deemed “not returning” and the student’s position shall be made available to a new student.

J.03 Student Attendance, Absence, and Excuses

In accordance with State law, all children over the age of five (5) and students under the age of eighteen (18) and who have not yet graduated from high school are required to attend school unless they are officially excused. Compliance is the responsibility of the parent.

Daily school attendance is necessary for students to benefit from the instructional program. The school does recognize that there are situations that dictate a student’s absence. However, students and their families must recognize that excessive absenteeism, regardless of the reason, will negatively affect the student’s achievement.

The SAMS Academy [Governing](#) Council authorizes the administration to develop a strict attendance policy and procedures to follow that utilize all available means and resources within the community.

J.04 Release of Students

No class may be dismissed before the regular hour for dismissal except with the approval of the Head Administrator, or designee.

Except in appropriate circumstances, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent having legal custody.

Lottery Application

LOTTERY APPLICATION FOR THE 2025-2026 SCHOOL YEAR

[Complete the 2025-2026 Lottery Application Online](#)

The lottery application and how the lottery system works.

The Albuquerque Aviation Academy (changing name from SAMS Academy) is a Charter School for students who choose to enroll. The following procedures are necessary, as enrollment interest often exceeds the enrollment capacity of the school. Students are admitted through a lottery system.

- Parents wishing to enroll their student(s) must submit an electronic Lottery Application.
- The annual lottery is drawn the first full week of March.
- Parents then have one week to accept or reject the offer.
- Once we have a full enrollment, a waiting list is created and students are selected when there are openings.

Albuquerque Aviation Academy enrollment policies prohibit discrimination on the basis of disability, race, creed, color, gender, gender identity, national origin, religion, or need for special education services.

As per New Mexico State statute the lottery will be governed by the following guidelines:

1. If a student is chosen in the school's lotteries and there is a sibling who is eligible to attend that same school, the sibling will be given preference for the following school year.
2. Students selected to enroll in Albuquerque Aviation Academy will be able to re-enroll for the following school year provided the family has completed and returned a "Letter of Intent to Return" by the deadline and the student is in good standing at the school.